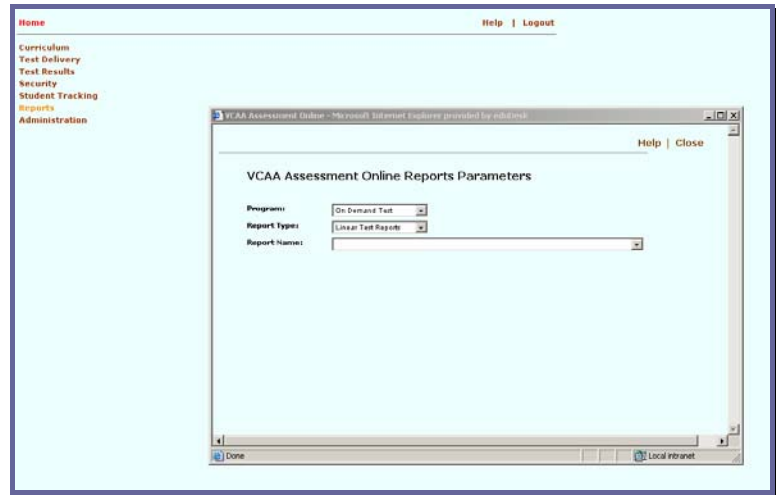


Quick Guide – Generating Reports

1. Log into the **School Server** homepage
2. From the main menu select the **Reports**, which will open a Reports Parameter screen in a new window.

Special Note:

*If the report parameters window does not open when selected, you may need to check that **pop-up blockers** have been disabled for this site.*



3. Select the **Report Type** depending on the type of test you wish to view results for (i.e. Linear or Adaptive)
4. Select a **Report Name** from the list.
5. **Enter the Test Number** then either hit the **[Enter]** key on your keyboard or do a left mouse click to enable the other options for selection.
6. Make further selections from the **Selection Criteria** options to narrow down to the data and result you wish to view (e.g. such as Home Group).
7. Click on the **[Preview Report]** button. The Report page will open in a new window.

Special Note:

*If the report preview window does not open when selected, you may need to check that **pop-up blockers** have been disabled for this site.*

8. You can **Print** or **Export** Reports. (The export link will export the report into a Word document). When you have finished, **Close** this window before you select another report to preview.

Standard Level:	Student Name	Student ID	Test Date	Number of Questions	% Correct	Total Score
3	Alexandra Elizabeth ADO	AB00001	25/05/2006	15	100.0	15
3	Andrew Hader	ST0048	27/07/2006	15	80.0	12
3	Nelly Martin	ST0030	27/07/2006	15	53.3	8
3	Rita Monks	ST0099	27/07/2006	15	93.3	14
3	Rissa Mulla	ST0011	27/07/2006	5	100.0	5
3	Tamara Jordan	ST0043	27/07/2006	15	0	0
	Average					9.015